

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: RESEARCH SPECIALIST IV -
Administrative Review and Risk Management

SALARY GROUP: B21

DEPARTMENT: Administrative Review and Risk Management Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Paul Morales DATE: 12/30/2015

POSITION #: 019130

I. JOB SUMMARY

Performs advanced research work. Work involves coordinating the development, implementation, and monitoring of specialized research projects pertaining to fiscal, administrative, and program functions; and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, develops, coordinates, and administers research projects to monitor and evaluate division programs operations and services; develops policies and procedures used in conducting and administering research, demonstration, and evaluation activities; assists in formulating research objectives, scope, and methodologies; develops instruments for evaluating internal operations; and provides consultation and technical advice for ongoing performance monitoring.
 - B. Collects, organizes, analyzes, and prepares information to monitor program requirements and identify efficiencies and deficiencies; monitors required performance reports; and conducts data quality assurance procedures, inspections, and reviews to determine data reliability, validity, and compliance with laws, regulations, and agency policies and procedures.
 - C. Studies and performs comparative analyses of operations and problems and makes recommendations in the development and integration of new methods and procedures; coordinates the preparation of reports and research findings and recommends appropriate changes; and coordinates the development of program policy and procedure manuals.
 - D. Responds to requests for information; develops and maintains liaison with other agencies and organizations; and provides technical guidance and assistance to division staff and other departments of the agency.
 - E. Supervises the work of others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: RESEARCH SPECIALIST IV -
Administrative Review and Risk Management

SALARY GROUP: B21

DEPARTMENT: Administrative Review and Risk Management Division

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Research Methods, Statistics or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning program evaluation, statistical analysis, or research experience.
3. Correctional custody or law enforcement experience preferred.
4. Experience in the supervision of employees preferred.

B. Knowledge and Skills

1. Knowledge of research methods, principles, techniques, and philosophies.
2. Knowledge of the principles and practices of program analysis and evaluation.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of techniques to effectively monitor agency programs preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to plan, organize, and oversee program analysis.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in administrative problem-solving techniques.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: RESEARCH SPECIALIST IV -
Administrative Review and Risk Management

SALARY GROUP: B21

DEPARTMENT: Administrative Review and Risk Management Division

Page 3 of 3

11. Skill to gather, assemble, correlate, and analyze facts.
12. Skill to review technical data and prepare technical reports.
13. Skill to develop and evaluate program objectives, policies, and procedures.
14. Skill to supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.